

American Association of University Women

AAUW-Hawaii Policies and Procedures

Use of Name

1. The name of AAUW shall be used only to further the policies and programs of the Association. These policies and programs are binding on all members and Branches.
2. Article IV Sections 1 and 2 of the AAUW-Hawaii bylaws gives the framework for use and abuse of name. The intent of the policy is to promote member involvement while protecting the stated policies of AAUW and its public policy program. No member can use specified AAUW membership or the organization's name in public opposition to AAUW positions. The distinctions remain between "being" a member and "speaking as" a member.
3. If interpretation of stated policies or public policy programs becomes problematic, members shall consult the President or her delegated representative.
4. A copy of all public statements using the name of AAUW shall be given to the President and kept on file.
5. If the Association has no policy on a matter, the only action which may be taken by the members of Branches in the name of the Association is to use the established channels to effect the formulation of a policy.

Membership

1. Members holding Honorary Life Memberships in Branches are not required to pay State dues. These members are counted as Branch members.
2. State dues for Student Affiliates are waived. Student Affiliates are non- voting members.
3. AAUW Hawaii offers a Community Partner membership to individuals who support the mission of AAUW but who do not hold a two-year or four-year degree from an accredited college or university. Community Partners will pay division and local branch dues and be full voting members of both organizations. They will also pay the equivalent of national dues, but this money will be donated to AAUW Funds as a direct way of demonstrating their support of important AAUW programs.

Financial Policies

1. The proposed State budget shall be prepared by the President and Treasurer and presented to the Board of Directors for approval at the Spring Board Meeting.
2. The State Treasurer shall submit a treasurer's report at each of the semi-annual board meetings. The report shall include a budget and actual variance report.
3. The line item in the budget for the Officers and Chairs shall be disbursed with approval of the President. Recognizing that, as a membership organization, some costs are absorbed, each Office and Chair, except for the President, shall have a minimal annual amount designated for miscellaneous postage, printing, and telephone calls if funds are available.
4. The Board of Directors may fund special projects if money is available.
5. The annual audit/review of the books shall be performed by at least two AAUW Hawaii members and shall be begun within 60 days of the fiscal year end June 30.
 - a. The State Treasurer shall close her books on June 30 for audit/review.

- b. All bills must be submitted to the Treasurer for reimbursement by June 15.
- c. Convention and workshop financial reports must be submitted to the Treasurer by June 15.
6. The State treasury shall pay interisland airfare for travel to State Board Meetings for elected and appointed officers provided that adequate funds are available. The President and Board of Directors shall plan meetings to minimize expenses for the State treasury and attendees.
7. Airfares for Branch Presidents, within the State of Hawaii, to State Board Meetings will be paid from State funds provided adequate funds are available.
8. Reserve travel monies for the Association Convention and State Meetings shall be:
 - a. Budgeted annually.
 - b. Allocated at the Spring Board of Directors' Meeting, depending on circumstances such as number of conferences, Association reimbursement, cost of airfare, etc.
9. Prior to receiving convention planning funding, the host branch shall present to the Board of Directors a proposed convention budget.
10. The surplus of funds collected as convention or workshop registration fees shall revert to the State treasury.
11. Gifts for visiting dignitaries and retiring state presidents are to cost no more than \$50. This provision will be allocated as a line item on the annual budget.
12. A statement of annual contributions to AAUW Funds is to be distributed to the members at the Spring Board Meeting.

Officers

1. Any elected or appointed office may be filled by co-officers.
2. In the event the presiding officer of a meeting is unable to perform her duties, an alternate will be designated by a consensus of the Board.
3. The Convention Chair will be appointed by the hosting branch. The Convention Chair may be a member of the Board for the period before and immediately following the bi-annual convention.

Elections

1. The president and vice president, or co-presidents, shall be elected in even numbered years.
2. The secretary and treasurer shall be elected in odd numbered years.
3. A majority of the votes cast shall be necessary for election.

Voting Procedures

1. All AAUW Hawaii members in good standing will be eligible to vote for AAUW Hawaii officers and proposed changes to the AAUW Hawaii Bylaws.
 - a. Voting will open April 15th and close on June 10th.
 - b. Members can request paper ballots between April 1st and May 2nd.
 - c. Paper ballots must be postmarked by May 17th.
2. Proposals concerning public policy, resolutions, or revision of bylaws should be submitted to the members for consideration at least one month in advance of the beginning of the voting period. Should items of concern arise during the convention or in the month prior to the convention, the President should be notified of these items, and they shall be subject to the standing rules of the convention.

Electronic Board Meetings

1. Distance meetings shall be held whenever possible to reduce costs.
2. The distance meeting facilitator shall establish a quorum as Board members sign on.
3. Reports to be discussed shall be sent to all Board members via e-mail prior to the meeting.
4. The recording produced by the distance meeting program shall be utilized by the secretary to compile meeting minutes.
5. Decisions shall be made by voice vote. In the case of unclear votes, voting will be conducted by role call.

Committees

1. Qualifications and Terms of Chairs and Members
 - a. Committee Chairs shall be members of AAUW.
 - b. Members of committees shall be chosen for their experience and work in AAUW and/or their special aptitudes for the work of the committee and with due regard for geographic representation and rotation in membership.
 - c. Committee Chairs shall serve for a term of two years and shall be eligible for re-appointment for one term only in the same position.
2. Standing Committees
 - a. The Leadership Committee is responsible for developing and implementing training programs targeted to developing branch leadership.
 - b. The Public Relations/Media Committee is responsible for increasing the visibility of AAUW Hawaii through the use of the media (newspapers, magazines, radio interviews and public lectures), and through the use of a AAUW websites at all levels.
 - c. The Membership Communications Committee is responsible for putting in place and facilitating an electronic system of communication between state leadership and state members.
 - d. The Program Resources Committee is responsible for identifying areas of statewide interest and providing the resources for mission-based programming.
 - e. The Convention Committee is responsible for selecting a convention site, developing a budget, and working with the Board of Directors to establish a schedule of workshops and events.
3. Special Committees shall perform duties assigned by the Board of Directors.
4. The Chair of each committee shall submit an annual report to the state president to be included in the written materials to be distributed at the state convention/annual meeting.

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